Council meeting 19 May 2010  

Public business

**Education Procedures**

**Purpose**
To agree revised education procedures.

**Recommendations**

The Council is asked to agree:

i. revised education procedures at Appendix 3.

1.0 **Introduction**

1.1 In 2009 and early 2010 the education procedures for the GPhC were consulted on informally. The term "procedures" is used in this context to describe the formal documentation setting out how the process will work; in this case the Pharmacy Order does not provide for Rules to be made, and there is no statutory consultation requirement. Council Members considered the results of the informal consultation and contributed their own views on the draft document. Redrafted procedures in the light of consultation and Council’s views are presented herewith for final approval.

1.2 **Changes to the procedures**

The significant changes from the drafts previously considered informally are:

1. GPhC health and good character assessments will be passed on to employers for consideration but not to the Board of Assessors (Council decision);

2. an additional provision to allow 13 weeks of pharmacist pre-registration
training in another EU member state (Council decision and a request from the British Pharmaceutical Students Association);

3. an alteration to the timing of the transitional period for current and currently eligible pre-registration trainee pharmacists. The period still gives such individuals adequate time - over three years - to complete pre-registration training, pass the Registration Examination and apply to register. The logic of the transitional period is (i) to encourage individuals currently in the scheme (or eligible to be in the scheme) to complete it and (ii) to permit requests for fourth attempts at the Examination for those individuals who might have expected to be able to make such a request (before the fourth attempt is finally removed). The reason for moving the end of the transitional period is that the Procedures will come into force later than envisaged when written;

4. portfolios of evidence will be required for tutor re-listing and changing sectors of practice as a tutor (Council decision);

5. the addition of transitional procedures for appointing visitors (accreditors) and assessors (examiners) (new sections which simply restates agreed GPhC policy);

6. mention of the Board of Assessors’ Adjustments Panel, a group that agrees reasonable adjustments for sittings of the Assessment on behalf of the Board (to clarify what actually happens).

2.0 Notification

2.1 Perhaps the most pressing issue for the implementation of these procedures is timing and notification. Considerations for notification periods and schedules include the timing of the Registration Assessment, entry dates for Pre-registration training and the beginning of the Higher Education academic year.

Appendix 1 and 2 highlight key education and training dates and timelines for notification and implementation.

3.0 Equality and diversity implications

3.1 These procedures apply equally to all students and trainees and are therefore not discriminatory towards any subgroup.

3.2 The transitional procedures for trainees who are either in the pre-registration scheme or eligible to enter the scheme by noon on the 12 November 2010,
address equality issues in respect of that group by ensuring that they retain the rights afforded to them on entry to the scheme and for a sufficient period to allow them to pass the scheme (including the examination) with the regulations in force on entry.

3.3 The Procedures make it clear that the needs of disabled students will be taken into account with regard to the conduct of the examination by making reasonable adjustments through an Adjustments Panel.

4.0 Communications implications

4.1 Communications requirements are in two categories: i. non-transitional and ii. transitional. See the two appendices for an overview of communications and notification schemes.

4.2 Non-transitional

Stakeholders will be informed of relevant changes according to pre-existing cycles for producing documents and other established forms of communication. Key stakeholders are:

1. MPharm students in years 3 & 4 planning to enter pre-registration;
2. Pre-registration tutors;
3. Pre-registration training providers;
4. Schools of pharmacy.

4.3 Transitional arrangements for pre-registration to 2013

The key stakeholders here are current and currently eligible pre-registration trainees. Pre-registration staff have identified as many people as possible by trawling through the RPSGB’s records. Eligibility to enter the scheme to take advantage of the transitional arrangements lapses at noon on the 12 November 2010*. Stakeholders will be contacted 20 weeks in advance of that date to inform them of the transition period.

*12 November 2010 is the last day applicants can join the 2010 cohort of trainees.

5.0 Resource implications

5.1 There is sufficient capacity to deliver the regular work associated with these procedures with one caveat: that resources are diverted from non-essential work in Pre-registration (like arranging cross-sector experience) to evaluating
tutors (additional work) and premises (a modified version of current work).

5.2 However, in 2011 there will be several significant projects which will require resourcing:

1. evaluating and creating a list of pre-registration tutors;
2. evaluating and creating a list of pre-registration premises;
3. accrediting providers of pre-registration tutor education & training;
4. evaluating new pre-registration tutors;
5. evaluating new pre-registration premises; and
6. dealing with appeals against non-listing.

6.0 Risk implications

6.1 These procedures are the governance structures for statutory education processes. Without them, there will be no governance structures (other than those agreed by Council as time-limited, transitional provisions).

Recommendations

The Council designate is asked to agree:

i. revised education procedures at Appendix 3.

Damian Day, Head of Education & Quality Assurance
RPSGB
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29 April 2010
# Appendix 1: Key Education Dates

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter</td>
<td>Jan-Mar</td>
<td>Apr-Jun</td>
<td>Jul-Sep</td>
<td>Oct-Dec</td>
</tr>
<tr>
<td>Accreditation</td>
<td></td>
<td></td>
<td>Oct – Start of the academic year</td>
<td></td>
</tr>
</tbody>
</table>
| Reg. Exam/Assessment | | | | | | | | | | | | *

* Pre-registration trainee pharmacists enrolled on the University of Bradford's 5-year MPharm (including Pre-registration) begin their first 6-month training period in the January of their 3rd Year.
## Appendix 2: Notification & Communication of Education Procedures

<table>
<thead>
<tr>
<th>Year</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation &amp; Recognition</td>
<td>Consult on new pharmacist standards</td>
<td>Agree new standards Engagements with schools</td>
<td>1 April 2011 – Procedures and associated documents ready for the 2011-2012 academic year. Accreditation of selected MPharms against new standards for October start. NB Schools will have had the opportunity to work with draft documents from at least January.</td>
<td></td>
</tr>
<tr>
<td>Pre-reg scheme</td>
<td>1 Oct 2010 – Initial communication with 2011-entry pre-registration trainees and tutors. 1 Oct 2010 is the start of the application period for 2011 entry to the Pre-reg Scheme and the 2012 sittings of (what will be) the Assessment.</td>
<td></td>
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<tr>
<td>Pre-reg scheme transitional arrangements</td>
<td>25 June 2010 – Transitional arrangements – initial communication sent to trainees currently in the scheme (active and dormant), potentially eligible trainees and tutors. 25 June is 20 weeks before entry to the transitional period closes.</td>
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</tr>
<tr>
<td>Pre-reg scheme transitional arrangements</td>
<td>12 November 2010 – cut-off date for entering the scheme under transitional provisions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-reg tutor standards</td>
<td>Initial communication about Pre-reg tutor standards</td>
<td>Agree Pre-reg Tutor Standards</td>
<td>Accredit courses</td>
<td>Create Tutor List</td>
</tr>
<tr>
<td>Pre-reg tutor standards</td>
<td>Consult on Pre-reg tutor standards</td>
<td>Run pilot of training course for Pre-reg tutors</td>
<td>Accredited courses run</td>
<td>Create Tutors List</td>
</tr>
<tr>
<td>Pre-reg tutor standards</td>
<td>Communicate change to Pre-reg tutors and other stakeholders</td>
<td>Communicate change to Pre-reg premises owners and other stakeholders</td>
<td>List new tutors</td>
<td>List new premises</td>
</tr>
<tr>
<td>Pre-reg premises standards</td>
<td>Consult on Pre-reg premises standards</td>
<td>Communicate change to Pre-reg premises owners and other stakeholders</td>
<td>Evaluate new premises</td>
<td>Create Premises List</td>
</tr>
<tr>
<td>Pre-reg premises standards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Assessment</td>
<td>1 Oct 2010 – Communicate with applicants for 2011-entry Pre-reg (and the 2012 Registration Assessment)</td>
<td>1 Jan 2012 - Procedures and associated documents ready for June sitting of Registration Assessment (previously Examination)</td>
<td>Sept 2013 – Final sitting of Assessment for 4th attempts</td>
<td></td>
</tr>
<tr>
<td>Board of Assessors</td>
<td>1 Jan 2012 - Procedures and associated documents ready for June sitting of Registration Assessment (previously Examination)</td>
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